Oral Presentation Guidelines

1. The session chair will have your paper title, name and affiliation to use for your introduction.

2. You are **REQUIRED** to be present at the time listed below to meet with the Audio Visual Technicians to connect your laptop and receive instructions regarding the lavaliere microphone. You will find them in each session room near the stage. **All computers must be connected before the session begins**.

Make sure you refer to the Technical Program for the day and time of your presentation. Refer to your session title (i.e. 1A3) to determine the room assignment that your session will be held. The second character (i.e. A) in the session title indicates which room the session will be in:

> **A** – Room 210A, Level 2   **B** – Room 511, Level 5   **C** – Room 510, Level 5

Monday, 14 October		Tuesday, 15 October		Wednesday, 16 October		Thursday, 17 October	
1A1, 1B1, 1C1	09:15	2A1, 2B1, 2C1	09:50	3A1, 3B1, 3C1	09:15		
1A2, 1B2, 1C2	10:45	2A3, 2B3, 2C3	12:55	3A2, 3B2, 3C2	10:55	4A1, 4B1, 4C1	08:55
1A4, 1B4, 1C4	16:20	2A4, 2B4, 2C4	16:15	3A4, 3B4, 3C4	16:00		

You MUST connect your computer during the times listed above.

3. You are required to bring your presentation on your own computer. In addition to bringing your own computer laptop, bring a back-up of your presentation on a USB flash memory stick. We recommend that you have the back-up in its original file format as well as Acrobat (i.e., pdf), which ensures the highest likelihood of compatibility with another system if needed. This will be used as a back-up in case your own computer has a problem. The complexities of software compatibility are such that the Conference is unable to guarantee that your presentation will be delivered correctly if you elect not to bring your own computer, especially if your presentation uses features such as embedded animations, video clips and sound.

> **Reminder** - For those that live outside the country, remember to bring your own power adapter. The Conference will NOT have any available.

4. The standard connection for laptops is a HDMI connection. If you do not have a HDMI connection on your computer be sure to bring an adapter/dongle or contact me.

    For MAC users, make sure you are familiar with your settings to send the signal to the projector (i.e., mirror image). If you are not, make sure that you meet with the AV tech prior to the 15-minute set-up period.

5. **IMPORTANT** - ALL laptops **MUST** have the sleep mode turned **OFF** prior to connecting to the switcher. This will save time at the podium.

6. Create your PowerPoint in wide screen format.

7. A laser pointer and a lavaliere microphone will be provided.

8. Remember to strictly observe and not exceed your allotted time of **15 minutes for presentation and 5 minutes** for questions. A timing light will assist in keeping the program on schedule. The AV technician will be responsible for programming and resetting the light.

9. With three parallel sessions, it is critical that talks are kept on time. Therefore, your session chair will make sure that your presentation time is STRICTLY observed. Attendees highly value the chance for questions and answers after a presentation, and we ask that you ensure your presentation fits within the allotted time. We provide the following suggestions to help keep your talk on time.

    a. At the beginning of your scheduled talk time, the session chair will read the title of your talk and introduce you. We discourage you from lengthy repeating of the title or reading the list of authors.
    b. You should avoid lengthy outline, introduction, acknowledgement and conclusion slides.
    c. Remember that it will take a little time to set up your AV and introduce your talk. You should account for this time in your presentation.

10. In case you foresee having potential problems understanding questions from the audience, please do not hesitate to ask a senior person in your team to assist you in answering questions. The audience will greatly appreciate any such actions from the author team to ensure a good scientific communication.

PowerPoint Presentation Guidelines

1. Again, create your PowerPoint in wide screen format.

2. A PowerPoint border with the conference logo is available on the author page of the conference website. The border is optional.

3. In order to maximize the visibility of your presentation, we recommend that you use color carefully to direct the audience's attention to different areas and to highlight specific points.

4. Use a simple, high color contrast design, and avoid adding unnecessary visuals. Too many images and colors can draw attention away from your points. Choose images that have a purposeful messages and are relevant to your presentation. Keep in mind that less is more.

5. Color may be used in schematics, graphs, illustrations and photographs when it adds to the clarity of the presentation.

6. Not all colors are equally visible. Bright red, blue, green and orange are easiest to see. Avoid yellows and light or pastel colors that are not easily seen on a clear background, except possibly as a local background in a boxed area.

7. Use extra-wide line widths for color lines.

8. Be sure to leave a 10% safety margin on all sides of your slides.

9. Some images (e.g., SEM and fluorescence images) do not project well using standard computer projectors. We encourage you to test these images with a projector before coming to the conference, and when necessary, adjust settings of the original to improve the quality of the projected image.

10. Placing an institutional logo in the border is acceptable, so long as it doesn't consume valuable screen area.

Arial or Helvetica font is strongly preferred. These fonts have an equal line width for all parts of all characters and projects clearly. Furthermore, they are available on Microsoft PowerPoint. The "redeeming" feature of fonts like Arial, Helvetica, etc in this context is that they are sans serif fonts, which are better suited for presentation slides than, e.g., Times ad other fonts with serifs. The recommended font sizes are

- 36 point for titles   - 26 point for major bullets
- 30 point for sub-titles   - 24 point for indented bullets
minimum 24 point for text on illustrations, graphs, figures, etc.
Note: text smaller than 24 point will be IMPOSSIBLE to read from the back of the room.

11. Keep each slide simple. It is better to use a large font and two slides than to use a small font in order to squeeze your message into one slide!

12. View your presentation from 5 feet away from your laptop or computer screen. If you cannot read the text from that distance, your audience will not be able to read it on a large projection screen.